

**DISTRICT OF COLUMBIA  
DEPARTMENT OF HUMAN SERVICES  
FAMILY SERVICES ADMINISTRATION**

**NOTICE OF FUNDS AVAILABILITY**

**Community Services Block Grant Program  
Domestic Violence Prevention and Awareness Services  
RFA #: 0719-10**

The District of Columbia Department of Human Services (DHS), Family Services Administration (FSA), through the Community Services Block Grant (CSBG) program is soliciting applications to strengthen the capacity of DHS-Funded family shelters' staff to develop and improve their efforts to address domestic violence. This Request for Application (RFA) is for two awards to equip staff with the knowledge and skills to increase residents' awareness of measures for preventing domestic violence.

**Eligibility:** Private, non-profit and community-based organizations operating within the District of Columbia are eligible to apply.

**Length of Award:** The grant awards will be from the point of execution to September 30, 2010, and are pending fund availability.

**Available Funding for Award:** The grant awards are authorized under the Community Services Block Grant (CSBG) Act of 1998 as amended (Pub. L. No. 105-285, 112 Stat. 2702 (1998)).

**Anticipated Number of Awards:** FSA, through this notice, will issue two (2) grants in an amount not to exceed \$100,000 per award.

The Request for Application (RFA) will be released on Friday, June 18, 2010, and can be obtained from <http://www.opgs.dc.gov> at the link for the District Grants Clearinghouse. Applications may also be obtained by contacting Ms. Betty Ervin, Staff Assistant for the Community Services Block Grant program at 645 H Street, N.E. – 3<sup>rd</sup> flr., Washington, DC, telephone, (202) 698-4301.

A Pre-Application Conference will be held on Tuesday, June 29, 2010, from 2:00 pm to 4:00 pm at FSA, 645 H Street, N.E., 4<sup>th</sup> floor Conference Room, Washington, DC 20002. **You may register by contacting: Ms. Betty Ervin at (202) 698-4301 or at [betty.ervin@dc.gov](mailto:betty.ervin@dc.gov), no later than June 25, 2010.**

**It is strongly recommended that all perspective applicants attend the pre-application conference.**

**The deadline for application submission is Monday, July 19, 2010, by 3:30 p.m.**

## **REQUEST FOR APPLICATIONS (RFA) #: 0719-10**

### **GOVERNMENT OF THE DISTRICT OF COLUMBIA DEPARTMENT OF HUMAN SERVICES FAMILY SERVICES ADMINISTRATION**



**FY 2010**

### **Domestic Violence Prevention and Awareness Services RFA #: 0719-10**

**DHS/FSA/CSBG invites the submission of applications for funding under the  
Community Services Block Grant Program (42 U.S.C. 9901)**

<b>Announcement Date:</b>	<b>June 18, 2010</b>
<b>RFA Release Date:</b>	<b>June 18, 2010</b>
<b>Pre-application Conference Date:</b>	<b>June 29, 2010</b>

**Application Submission Deadline Date: 3:30 pm on July 19, 2010**

**LATE APPLICATIONS WILL NOT BE FORWARDED TO THE REVIEW PANEL**

# **NOTICE**

## **PRE-APPLICATION CONFERENCE** **Community Services Block Grant** **Domestic Violence Prevention and Awareness Services**

**RFA #: 0719-10**

### **ATTENDANCE IS RECOMMENDED**

**WHEN:** June 29, 2010

**WHERE** DC Department of Human Services  
645 H Street, NE  
4<sup>th</sup> Floor Conference Room  
Washington, DC 20002

**TIME:** 2:00 pm-4:00 pm

**CONTACT PERSON:** Gabriella Teh  
Program Coordinator  
DHS/FSA/CSBG  
(202) 698-4303

RSVP to: The Community Services Block Grant program no later than 3:30 p.m., June 25, 2010, as seating is limited. You may RSVP via telephone to Betty Ervin at (202) 698-4301 or via e-mail at [betty.ervin@dc.gov](mailto:betty.ervin@dc.gov).

**Checklist for Applications:  
Community Services Block Grant Program**

- | The applicant organization/entity has responded to all sections of the Request for Applications (RFA)
- | The Applicant Profile, found in Attachment A, contains all the information requested.
- | The Certifications and Assurances listed in Attachments B and C are complete and contain the requested information.
- | The application is submitted with two copies of the original receipts, found as Attachment D. The attachment is affixed to the outside of the envelope or package for signature to verify timely receipt.
- | The Work Plan is complete and complies with the Work Plan form found in Attachment E of the RFA.
- | The Staffing Plan is complete and complies with the Staffing Plan form found in Attachment F of the RFA.
- | The Program Budget is complete and complies with the Budget form in Attachment G of the RFA. The budget narrative is complete and describes the category of items proposed.
- | Organizations submitting an application through a collaborative partnership have provided all information requested in Attachment H, the Collaborative Commitment Form.
- | The applicant has read and signed Attachment I, the Statement of Confidentiality.
- | Questions, where and when applicable, have been forwarded to the appropriate DHS staff person following the format found on Attachment J, the Applicant Questions Sheet.
- | The application is printed on 8½ by 11-inch paper, double-spaced, on one side, using 12-point type with a minimum of one inch margins.
- | The program narrative section is complete and is within the twenty (20) page limit for this section of the RFA submission.
- | The applicant is submitting the required six (6) copies of its application, including an original and five (5) copies.
- | The application format conforms to the “Application Format” listed in Section VI of the RFA.
- | The appropriate appendices, including individual resumes, licenses (if applicable), and other supporting documentation are enclosed.
- | The application is submitted to Ms. Betty Ervin, Program Assistant, within the Department of Human Services **no later than 3:30 PM, EST on the deadline date of Monday, July 29, 2010.** Ms. Ervin may be reached at (202) 698-4301.

**TABLE OF CONTENTS**

SECTION I: GENERAL INFORMATION.....	1
Introduction.....	1
Target .....	2
Eligible organizations/entities.....	2
Source of Grant Funding.....	2
Award Period .....	2
Grant Awards and Amounts.....	3
Limitations on Use of Funds.....	3
Contact Person .....	3
Internet .....	3
Pre-Application Conference.....	3
Explanations to Prospective Grantees.....	4
SECTION II PROGRAM SCOPE.....	4
Overview .....	4
Performance Standards and Quality Assurance.....	4
SECTION III APPLICATION FORMAT .....	4
Description of Application Sections .....	5
Applicant Profile.....	5
Table of Contents.....	5
Application Summary .....	6
Project Narrative .....	6
Program Budget and Budget Narrative.....	6
Certifications and Assurances.....	6
Appendices.....	7
SECTION IV APPLICATION SUBMISSION .....	7
Submission Date and Time .....	7
Number of Copies .....	7
Location to Submit Application.....	7
Mail/Courier/Messenger Delivery .....	8
SECTION V REVIEW AND SCORING OF APPLICATIONS .....	8
Review Panel .....	8
Scoring Criteria.....	8
Decision on Awards.....	9
SECTION VI GRANTEE RESPONSIBILITIES .....	9
General Responsibilities .....	9
Additional Grantee Responsibilities .....	10
Confidentiality of Records.....	10
Language Access Act of 2004 .....	11
Americans with Disabilities Act of 1990 (ADA) .....	11
Reporting Requirements .....	11
Security Certifications .....	12
Unusual Incidents.....	12

**Domestic Violence Prevention and Awareness Services RFA # 0719-10**

Monitoring .....	12
Staff Requirements.....	12
Evaluation .....	12
SECTION VII ADMINISTRATIVE REQUIREMENTS .....	13
Insurance .....	13
Audits .....	13
Nondiscrimination in the Delivery of Services.....	13
SECTION VIII LIST OF ATTACHMENTS .....	13

**Government of the District of Columbia  
Department of Human Services  
Family Services Administration**

**Request for Applications (RFA): # 0719-10**

**Domestic Violence Prevention and Awareness Services**

**SECTION I: GENERAL INFORMATION**

***Introduction***

The Department of Human Services (DHS) is the lead agency responsible for planning and providing direction for the implementation of services funded through the Community Services Block Grant (CSBG) Program. Managed under the Family Services Administration, CSBG is a federally funded anti-poverty block grant which operates through a state-administered network of community and faith-based, not-for-profit organizations. The objective of this program is to address the causes of poverty by implementing programs and services that empower low-income families and individuals, revitalize low-income communities and improve the economic self-sufficiency of low-income customers.

CSBG operates under six national goals established by the Office of Community Services. These goals are:

1. Low-income people becoming more self-sufficient.
2. Improving the conditions in which low-income people live.
3. Low-income people owning a stake in their community.
4. Partnerships among supporters and providers to low-income people are achieved.
5. Agencies increase their capacity to achieve results.
6. Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive system.

Under these goals, the program target nine (9) priority areas:

1. Employment
2. Education
3. Income Management
4. Self-sufficiency
5. Housing
6. Coordination and linkages
7. Nutrition
8. Health
9. Emergency Services

## **Domestic Violence Prevention and Awareness Services RFA # 0719-10**

These awards are being made through CSBG Discretionary Funds (Pub. L. No. 97-35, § 675(c)(1); 42 U.S.C. § 9907 (b) (1)) to enhance the system-wide approach to addressing domestic violence in DHS-funded family shelters. Families in homeless shelters are a vulnerable population by the nature of their circumstance of being homeless. Family shelter providers are in key positions to transmit information to families about domestic violence. Raising the level of awareness of risk factors related to domestic violence, will afford those family members the opportunity to gain the knowledge and skills to eliminate and reduce factors that perpetuate domestic violence.

This Request for Applications (RFA) is for the award of two (2) sub-grants for Domestic Violence Prevention training for DHS-Funded Family Shelter staff. Services and activities to be carried out under these awards will include the provision of training focused on primary prevention, risk reduction and awareness. It is expected that this training will equip staff with the necessary skills and information to strengthen their capacity to respond to the needs of this population as it relates to the prevention of domestic violence.

### ***Target***

This award targets DHS-Funded Family shelter staff who provide services to at-risk, low-income individuals and families residing in the District of Columbia.

### ***Eligible organizations/entities***

The CSBG program will accept applications from private, nonprofit and community-based organizations operating within the District of Columbia. Be advised that two or more entities partnering together to design and implement services under this grant are required to complete and submit the Collaboration Commitment Form, Attachment I, with their application submission.

### ***Source of Grant Funding***

Funding is being made available through the Community Services Block Grant (CSBG) award to DHS by the United States Department of Health and Human Services (DHHS), Administration for Children and Families (ACF), Office of Community Services (OCS). The RFA does not commit DHS to make an award.

### ***Award Period***

These grants are being offered for the period from the date of the award to September 30, 2010. This is a one-time grant opportunity.



## **Domestic Violence Prevention and Awareness Services RFA # 0719-10**

### ***Grant Awards and Amounts***

DHS is seeking to award two (2) grants with a maximum budget not to exceed \$100,000 per award. In their budget, applicants must factor in estimated costs for document translation and oral interpretation in accordance with passage of the Language Access Act of 2004.

### ***Limitations on Use of Funds***

Grant funds shall only be used to support activities delineated in the Program Scope of this RFA and/or included in the applicant's submission as part of their model program. Grant funds "... may not be used ... for the purchase or improvement of land, or the purchase, construction, or permanent improvement ... of any building or other facility." (42 U.S.C. § 9918 (a) (1) (2006)). Grant funds may not be used for the planning, developing or start-up of an organization.

### ***Contact Person***

For further information, please contact Ms. Betty Ervin at the Department of Human Services, Washington, DC 20002, and (202) 698-4301.

### ***Internet***

Applicants who obtain this RFA through the Internet are responsible for providing the Department of Human Services, CSBG Program Office, via e-mail, fax, or regular mail, with the following information:

- Name of applicant organization
- Contact person
- Mailing address
- Telephone and fax numbers
- Email address

This information shall be provided so that the applicant can receive updates, answers to questions posed by other applicants and any other revisions, modifications or relevant information as related to the submission of applications for the Community Services Block Grant funding.

Please forward this information to Ms. Betty Ervin at: [betty.ervin@dc.gov](mailto:betty.ervin@dc.gov).

### ***Pre-Application Conference***

The Pre-Application Conference will be held on Tuesday, June 29, 2010, from 2:00 pm until 4:00 pm at FSA, 645 H Street, N.E., 4<sup>th</sup> Floor Conference Room, Washington, DC 20002.

***Explanations to Prospective Grantees***

Applicants are encouraged to mail, fax, or e-mail their questions to Ms. Betty Ervin, Program Assistant, before the pre-application conference. Questions submitted after the deadline date and time **WILL NOT** receive responses. Please allow ample time for mail to be received prior to the deadline date time. Please use Attachment J, Applicant Question Sheet, to forward questions to Ms. Betty Ervin who may be reached via fax at (202) 698-4322, e-mail at [betty.ervin@dc.gov](mailto:betty.ervin@dc.gov), or mail at Department of Human Services, Community Services Block Grant Program, 645 H Street, N.E. – 3<sup>rd</sup> fl., Washington, DC 20002.

**SECTION II            PROGRAM SCOPE**

***Overview***

DHS office is seeking to provide grant funds to qualified organizations which have demonstrated skill and expertise in providing services/training in the area of domestic violence. Through these grants, the CSBG office intends to enhance the DHS-funded family shelter system's capacity for responding to the needs of shelter residents at-risk for or who have been impacted by domestic violence.

Applicants shall provide a plan for supporting DHS in achieving this end through the provision of training, services and activities that will increase staff's skill in identifying and raising awareness of risk factors and the dynamics of domestic violence, linking individuals and families with appropriate services/resources and making program modifications to improve service delivery. This will include assessment of staff needs, development and implementation of a training plan and curriculum to address those needs and increase staff's knowledge and skills, development and provision of written materials to support the training, conducting training in a manner that supports adult learning, and assessment of training through evaluations/surveys. The Grantee will also be expected to include a component to provide materials on community resources for those in need of services to prevent or address domestic violence.

***Performance Standards and Quality Assurance***

DHS expects that the Grantees' performance will result in measurable quality improvement in the shelter staff's delivery of services to prevent domestic violent and to respond to the needs of victims of domestic violence. The Grantee will be expected to meet with the Grant Monitor to report on the status and progress of grant activities.

**SECTION III            APPLICATION FORMAT**

Applicants are required to follow the format below and each application must contain the following information:

- **Original Receipt** (Attachment D, two copies)

## **Domestic Violence Prevention and Awareness Services RFA # 0719-10**

- **Applicant Profile** (See Attachment A)
- **Table of Contents**
- **Application Summary** (Not to exceed 3 pages)
- **Project Narrative** (Not to exceed 20 pages)
- **Certifications and Assurances** (Not counted in page total, Attachments B and C)
- **Program Budget and Budget Narrative** (Not counted in page total, Attachment G)
- **Attachments:** E - Work Plan; F – Staffing Plan; H – Collaboration Commitment Form; I – Confidentiality Statement, J – Applicant Question Sheet (Not counted in page total)
- **Appendices:** Most recent audited financial statement;  
Indication of organization status;  
Roster of the Board of Directors;  
Proposed organizational chart for the project;  
Organizational budget (as opposed to project budget);  
Letters of support or endorsements;  
Staff resumes (if applicable); and  
Planned job descriptions (if applicable)

The maximum number of pages for the total application cannot exceed 60 pages on 8½ by 11-inch paper. Margins must be no less than 1 inch and a font size of 12-point is required (New Times Roman or Courier type recommended). Pages should be numbered. The review panel shall not review applications that do not conform to these requirements.

### ***Description of Application Sections***

The purpose and content of each section is described below. Applicants should include all information needed to adequately describe their objectives and plans for services. It is important that applications reflect continuity among the goals and objectives, program design, work plan of activities, and that the budget demonstrates the level of effort required for the proposed services.

#### ***Applicant Profile***

Each application must include an Applicant Profile, which identifies the applicant, type of organization, project service area and the amount of grant funds requested. See Attachment A.

#### ***Table of Contents***

The Table of Contents should list major sections of the application with quick reference page indexing.

## **Domestic Violence Prevention and Awareness Services RFA # 0719-10**

### ***Application Summary***

This section of the application should be brief and serve as the cornerstone of the application. The application summary should highlight the major aspects of the objectives that are discussed in depth in other sections of the application.

### ***Project Narrative***

This section of the application should contain the narrative that justifies and describes the project to be implemented. The project narrative should include the following:

- Specific, measurable program objectives for the service area of the application;
- Specific service(s) to be provided;
- Detailed work plan for activities;
- Proposed impact of the project due to the involvement of your organization;
- History with the specified community in general; and
- Experience with serving families within the community in this capacity – if no experience has been acquired, describe how past linkages to the community will prove beneficial in this undertaking.

### ***Program Budget and Budget Narrative***

A standard budget form is provided in Attachment E. The budget for this application shall contain detailed, itemized cost information that shows personnel and other direct costs. The detailed budget narrative shall contain a justification for each category listed in the budget. The narrative should clearly state how the applicant arrived at the budget figures.

<b>Personnel:</b>	Show proposed salaries and wages for all project staff.
<b>Fringe Benefits:</b>	Include in proposed benefits comparable to those paid to the other members of the Applicant's staff. Show fringe rate.
<b>Travel:</b>	Show proposed expenditures for travel, including estimated staff, consultant and participant travel. Include per diem and reimbursement policy.
<b>Supplies:</b>	List proposed supplies and educational materials.
<b>Other:</b>	Show rental or leasing of space for the project. Rents proposed must be comparable to prevailing rates in the surrounding geographic area. Include utilities and telephone and maintenance services directly related to project activities. Include insurances, subscriptions and postage.
<b>Indirect:</b>	Show calculation and indirect rate.

### ***Certifications and Assurances***

Applicants shall provide the information requested in Attachments B and C and return them with the application.

***Appendices***

This section shall be used to provide technical material, supporting documentation and endorsements. Such items may include:

- Most recent audited financial statement;
- Indication of organization status;
- Roster of the Board of Directors;
- Proposed organizational chart for the project;
- Organizational budget (as opposed to project budget);
- Letters of support or endorsements;
- Staff resumes (if applicable); and
- Planned job descriptions (if applicable).

**SECTION IV            APPLICATION SUBMISSION**

***Submission Date and Time***

In order to be considered for funding, applications must be received **no later than 3:30 p.m., Monday, July 19, 2010.** All applications will be recorded upon receipt. Applications **will not** be accepted at or after **3:31 p.m.** Supplements, deletions or changes to the application will not be accepted after the deadline.

***Number of Copies***

The original and five (5) copies of the application must be submitted in a sealed envelope or package by the deadline date and time. Two (2) copies of the Applicant Profile (Attachment D) must be affixed to the outside of each envelope or package. Applications will not be considered for funding if the applicant fails to submit the required number of copies. Emailed or faxed applications will not be accepted.

***Location to Submit Application***

Applications must be received at or before the deadline date and time at the following location:

Department of Human Services  
Family Services Administration  
Community Services Block Grant Program  
645 H Street, NE – 3<sup>rd</sup> fl.  
Washington, DC 20002  
Attention: Ms. Betty Ervin  
Phone: (202) 698-4301

**Domestic Violence Prevention and Awareness Services RFA # 0719-10**

**Special Note:** DHS/CSBG is located in a secured building. Therefore, applicants should allow at least one hour before the 3:30 p.m. deadline to clear security protocols. DHS **IS NOT** responsible for applications that are not received as a result of noncompliance with these security protocols.

***Mail/Courier/Messenger Delivery***

Applications mailed or delivered by messenger/courier services must be received on or before **3:30 p.m. on Monday, July 19, 2010**. Applications arriving via messenger/courier services after the posted deadline of 3:30 p.m. on Monday, July 19, 2010, **will not** be considered for funding. Application packages must be delivered to and received by an FSA/CSBG staff member and not left at the security desk or other location by the courier service.

**SECTION V REVIEW AND SCORING OF APPLICATIONS**

***Review Panel***

The review panel will be composed of neutral, qualified, professional individuals who have been selected for their unique experiences in human service, data analysis, evaluation, and social services planning and implementation. The review panel will review, score, and rank each applicant's proposal. Upon completion of its review, the panel shall make recommendations for awards based on the scoring process. DHS shall make the final funding determinations.

***Scoring Criteria***

Applicants' proposal submissions will be objectively reviewed against the following specific scoring criteria.

**Criterion A Program Design (Total 40 Points)**

1. The proposed activities and work plan will result in timely project start-up, in the accomplishment of project objectives, and are consistent with program objectives described in the Program Scope. **(20 Points)**
2. The proposal clearly describes how the Program Scope and requirements will be accomplished in a timely, responsive, efficient and cost-effective manner. **(20 Points)**

**Criterion B Organizational Capability and Relevant Experience (Total 35 Points)**

1. The applicant demonstrates the knowledge and experience relevant to the project scope and requirements. **(10 Points)**
  - The applicant provides documented community ties, experience (e.g. linkages with other community-based organizations) working with the target population, and the capacity to successfully meet the responsibilities associated with this grant.

**Domestic Violence Prevention and Awareness Services RFA # 0719-10**

2. Cultural competency and appropriateness (racial, ethnic, economic, gender, age, disability, etc.) of services are demonstrated. **(10 Points)**
  - Applicant has identified and has demonstrated an understanding of issues affecting the target population.
  - Letters of support from community-based organizations and/or former service recipients are provided.
3. The applicant has a clear plan to hire or has qualified staff with the training and experience to implement the proposed services. The applicant also has the technical capability to maintain an information-base sufficient to produce required reports for DHS. **(15 Points)**

**Criterion C Sound Fiscal Management and Reasonable Budget (Total 20 Points)**

1. The applicant provides evidence of sound fiscal management and financial stability and documents the availability of resources other than the grant funds that supports the organization. **(10 Points)**
2. The applicant demonstrates that the proposed budget is reasonable, realistic and will achieve project objectives. **(10 Points)**

**Criterion D Overall Feasibility of the Project (Total 5 Points)**

1. Applicant provides documentation that the proposed program will be fully supported by management and the governing body of the applicant (parent organization, if applicable), in that the project is compatible with the mission of the organization and will be effectively coordinated and integrated with its other activities. **(5 Points)**

***Decision on Awards***

The recommendations of the review panel are advisory only and are not binding on the Department of Human Services. The final decision on awards rests solely with DHS. After reviewing the recommendations of the review panel and any other information considered relevant, DHS shall decide to which applicants to award funds and the amounts to be funded.

**SECTION VI GRANTEE RESPONSIBILITIES**

***General Responsibilities:***

The following tasks must be included and defined as part of all model plans submitted:

- The applicant will identify a plan for assessment of the program needs.
- The applicant will present a plan for the identification and prioritizing of needs.

## **Domestic Violence Prevention and Awareness Services RFA # 0719-10**

- The applicant will develop a plan/curriculum/timeline to address identified needs.
- The applicant will develop a process to evaluate the benefits/outcomes of services/training.

The Grantee shall be responsible for developing all materials necessary to accomplish the objectives of the project. The project shall be coordinated and delivered in a manner to achieve the maximum benefit for positively impacting service delivery.

### ***Additional Grantee Responsibilities***

- Participate freely with the DHS monitoring team, providing information as requested.
- Maintain a data-base information system for tracking progress/outcomes and be willing to provide data to DHS as requested.
- Ensure that culturally sensitive activities will be utilized and that culturally-trained staff will be part of the model proposed.
- Utilize a curriculum for providing skills-based education activities.
- Agree to participate in evaluation studies.

### ***Confidentiality of Records***

Information concerning families receiving services is strictly confidential and shall not be divulged to unauthorized persons. The applicant must demonstrate an ability to maintain the confidentiality of customer information and to report the information specified below to DHS. Specifically, the applicant must agree to and abide by the following conditions:

- Records shall be kept confidential and shall not be open to public inspection, nor shall their contents or existence be disclosed to the public. Records may not be divulged to unauthorized persons.
- No person receiving information concerning a customer shall publish or use the information for any purpose other than that for which it was obtained, reviewed, or presented.
- Whoever willfully discloses, receives, makes use of, or knowingly permits the use of information concerning a child or other person shall be guilty of a misdemeanor and upon conviction shall be fined not more than \$250.00 or imprisoned for not more than 90 days, or both pursuant to the Prevention of Child Abuse and Neglect Act of 1977, as amended (D.C. Official Code §16-2363).



## **Domestic Violence Prevention and Awareness Services RFA # 0719-10**

- All project staff, including volunteers, prior to engaging in work with customers and their families, shall sign a confidentiality statement. The applicant entity shall submit with the application a signed confidentiality statement, found in Attachment H, for each current staff person who will be working on this program.

### ***Language Access Act of 2004***

The Language Access Act of 2004 was enacted by Mayor Anthony A. Williams on April 21, 2004 (D.C. Law 15-167; D.C. Official Code § 2-1931 *et seq.*). The Act's purpose is to provide greater access and participation in public services, programs and activities for residents of the District of Columbia with limited or no-English proficiency (LEP/NEP).

The Act requires four things from District government programs, departments and services with major public contact. These four things include:

1. Assess the need for language services (Annual Baseline Assessment).
2. Provide written translation of vital documents into any non-English language spoken by an LEP/NEP population that constitutes 3% or 500 individuals, whichever is less, of the population served or encountered, or likely to be served or encountered.
3. Provide oral interpretation for limited/non English-proficient residents seeking services and/or referrals (DC Language Access Line or Other).
4. Provide cultural competency training opportunities for staff person occupying public-contact positions within the organization (DHS sponsored and/or supported)

Applicants must factor into their budget, proposed costs for language translation and interpretation costs. Applicants may use the DC Language Access Line (Tele-Interpretation Service) provided by DHS for DCFI clients.

### ***Americans with Disabilities Act of 1990 (ADA)***

During the performance of the grant, the Provider and any of its sub grantees shall comply with the ADA. The ADA makes it unlawful to discriminate in employment against a qualified individual with a disability. *See* 42 U.S.C. §12101 (2006) *et seq.*

### ***Reporting Requirements***

The Grantee should be prepared to report information to DHS in a manner conducive with the data-base management system to be utilized for this initiative. At a minimum, the Grantee will be required to submit monthly reports to the Grant Monitor in a format approved by the Grant Monitor. These reports will provide data required to monitor the status of progress in meeting

## **Domestic Violence Prevention and Awareness Services RFA # 0719-10**

grant requirements and to facilitate review of the Grantee's accomplishments in support of payment.

### ***Security Certifications***

The applicant must provide certifications herein that if funded, as grantees(s) it shall conduct routine pre-employment criminal record background checks of all the grantees(s)' staff that will provide services under this/these contract(s) as permitted by applicable D.C. law. Any conviction or arrest identified in the background checks of the grantee(s) employees will be reported to the DHS/Office of Program Review, Monitoring and Investigations, which will determine the employee's suitability for employment.

### ***Unusual Incidents***

The applicant shall report unusual incidents by facsimile, email, or telephone to DHS/CSBG within 24 hours of the event, and in writing within five (5) days of the occurrence. An unusual incident is an event affecting staff or clients which is significantly different from the regular routine or established procedures. Examples include, but are not limited to: unusual death or injury; physical, sexual, or verbal abuse by staff or client towards staff or clients, staff negligence, fire, theft, and/or destruction of property, complaints for the target population, etc.

### ***Monitoring***

DHS/DCFI shall monitor and evaluate the performance of the applicant according to the scope of work and related service delivery standards set forth in the Grant Agreement. DHS/CSBG shall make periodic scheduled and unscheduled site visits to monitor implementation of the scope of work and terms and conditions of the grant.

The applicant shall provide the Grants Manager, Grants Administrator, and any other authorized representatives of the District, such access to its facilities, records, clients and staff as may be necessary for monitoring purposes.

### ***Staff Requirements***

- The Grantee must employ appropriately qualified staff and maintain documentation that its staff, as well as any subcontractors, possesses adequate training and competence to perform assigned duties.
- Any changes in staffing patterns or job descriptions shall be approved in writing in advance by the CSBG Grant Monitor.

### ***Evaluation***

The Grants Administrator shall be authorized to assess the applicant's performance with respect to accomplishing the purposes of the Grant Agreement. Specifically, the applicant's performance shall be assessed to determine the quality of the services delivered and the applicant's ability to deliver services according to the deadlines established in the Agreement.

## **SECTION VII ADMINISTRATIVE REQUIREMENTS**

### ***Insurance***

The applicant, when requested, must be able to show proof of all insurance coverage required by law. All applicants that receive awards under this RFA must show proof of insurance prior to receiving funds.

### ***Audits***

At any time or times before final payment and three (3) years thereafter, the District may have the applicant's expenditure statements and source documentation audited.

### ***Nondiscrimination in the Delivery of Services***

In accordance with Title VI of the Civil Rights Act of 1964 (Pub. L. No. 88-352; 78 Stat. 241 (1964)), as amended, no person shall, on the grounds of race, color, religion, nationality, sex, or political opinion, be denied the benefits of, or be subjected to discrimination under, any program activity receiving CSBG funds.

In accordance with the DC Human Rights Act of 1977, as amended, D.C. Official Code §2-1401.01(2010) *et seq.*, (Act) the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family status, family responsibilities, matriculation, political affiliation, disability source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary actions.

In accordance with the DC Language Access Act of 2004 (D.C. Law 15-167; D.C. Official Code § 2-1931 *et seq.*), District government programs, departments, and services must assess the need for, and offer, oral language services and provide written translation of vital documents into any non-English language spoken by a limited or no-English proficient population that constitutes 3% or 500 individuals, whichever is less, of the population served or encountered, or likely to be served or encountered.

## **SECTION VIII LIST OF ATTACHMENTS**

Attachment A	Applicant Profile
Attachment B	Certifications
Attachment C	Assurances
Attachment D	Original Receipts
Attachment E	Work Plan
Attachment F	Staffing Plan
Attachment G	Budget

**Domestic Violence Prevention and Awareness Services RFA # 0719-10**

Attachment H	Collaboration Commitment Form
Attachment I	Statement of Confidentiality
Attachment J	Applicant Question Sheet

**Domestic Violence Prevention and Awareness Services RFA # 0719-10**

**Attachment A**

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HUMAN SERVICES  
FAMILY SERVICES ADMINISTRATION**

**RFA # 0719-10**

**APPLICANT PROFILE**

**Place this form at the front of the application.**

**Applicant's Name:** \_\_\_\_\_

**TYPE OF ORGANIZATION**

**Small Business**\_\_\_\_\_ **Non-Profit Organization**\_\_\_\_\_ **Other**\_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Office Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **E-mail Address**\_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**Federal ID Number:** \_\_\_\_\_

**Program Description:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Budget:**

**Total Funds Requested:**     \$ \_\_\_\_\_

**Attachment B**



**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HUMAN SERVICES  
FAMILY SERVICES ADMINISTRATION**



**Certifications Regarding  
Lobbying; Debarment, Suspension and Other Responsibility  
Matters; and Drug-Free Workplace Requirements**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69 (2010); Appendix A "New Restrictions on Lobbying" and 28 CFR § 83.670, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact.

**1. LOBBYING**

As required by 31 U.S.C. § 1352 (2006) and implemented at 28 CFR Part 69, Appendix A, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69 Appendix A, the applicant certifies that:

- (a) No Federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - III, "Disclosure of Lobbying Activities," in accordance with its instructions;

- (c) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub--recipients shall certify and disclose accordingly.

**2. Debarment, Suspension, and Other Responsibility Matters (Direct Recipient)**

As required by Executive Order 12549, Debarment and Suspension, and implemented, pursuant to 28 C.F.R. § 83.670:

**A. The applicant certifies that it and its principals:**

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
  - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c.) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and
- B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.**

**1. Drug-Free Workplace (Grantees Other Than Individuals)**

As required by the Drug Free Workplace Act of 1988 (Pub. L. No. 100-690; 102 Stat. 4181 (2009), and implemented in accordance with 28 C.F.R. Part 83:

- A. The applicant certifies that it will or will continue to provide a drug-free workplace by:**
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
  - (b) Establishing an on-going drug-free awareness program to inform employees about—

- (1) The dangers of drug abuse in the workplace;**
- (2) The applicant's policy of maintaining a drug-free workplace;**
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and**
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;**
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);**
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—**
  - (1) Abide by the terms of the statement; and**
  - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;**
  - (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: Office of Research and Analysis, 441 4<sup>th</sup> Street, N.W., 400 South, Washington, DC 20001. Notice shall include the identification number(s) of each effected grant;**
  - (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—**
    - (1) Taking appropriate personnel action against such an employee, up to and incising termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended (Pub. L. No. 93-112; 87 Stat. 355 (2009)); or**
    - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;**
    - (3) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (1), (c), (d), (e), and (f).**
- B. The applicant may insert in the space provided below the sites) for the performance of work done in connection with the specific grant:**



**Domestic Violence Prevention and Awareness Services RFA # 0719-10**

**Place of Performance (Street address, city, county, state, zip code)**

---

---

**Drug-Free Workplace (Grantees who are Individuals)**

**As required by the Drug-Free Workplace Act of 1988 (Pub. L. No. 100-690; 102 Stat. 4181 (1988), and implemented in accordance with 28 C.F.R. Part 83:**

- A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and**
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to:**

**DC Department of Human Services, 645 H Street, NE – 3<sup>rd</sup> Floor, Washington, DC 20002  
Attn: Tunde Eboda, PhD, CSBG State Administrator.**

---

**As the duly authorized representative of the applications,  
I hereby certify that the applicant will comply with the above certifications.**

**1. Grantee Name and Address**

**2. Application Number and/or Project Name**

**3. Federal Tax Identification No.**

**4. Typed Name and Title of Authorized Representative**

**5. Signature**

**6. Date**

**Attachment C**



**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HUMAN SERVICES  
FAMILY SERVICES ADMINISTRATION**

**ASSURANCES**

**The applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements - 28 CFR, Part 66, that govern the application, acceptance and use of Federal funds for this federally-assisted project.**

**Also, the Application assures and certifies that:**

- 1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of The applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of The applicant to act in connection with the application and to provide such additional information as may be required.**
- 2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (Pub. L. No. 646; 84 Stat. 1894 (2009) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.**
- 3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC § 1501 (2006)).**
- 4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.**
- 5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.**

**Domestic Violence Prevention and Awareness Services RFA#: 0719-10**

- 6. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.**
- 7. It will comply with all requirements imposed by the Federal-sponsoring agency concerning special requirements of Law, program requirements, and other administrative requirements.**
- 8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the**
- 9. Environmental Protection Agency's (EPA), list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.**
- 10. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (Pub. L. No. 93-234; 87 Stat. 955 (2009)). Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal Financial Assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.**
- 11. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (Pub. L. No. 89-665; 16 U.S.C. §470, (2006) *et seq.*), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (Pub. L. No. 93-291; 88 Stat. 174 (1974)). By (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 C.F.R. § 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.**
- 12. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including: Part 18, Office of Justice Programs Hearing and Appeal Procedures, and Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National**

**Domestic Violence Prevention and Awareness Services RFA#: 0719-10**

**Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and any other applicable Federal laws or regulations applicable to Federal Assistance Programs.**

- 13. It will comply, and all its contractors will comply, with; Title VI of the Civil Rights Act of 1964 (Pub. L. No. 88-352; 78 Stat. 241 (1964); Section 504 of the Rehabilitation Act of 1973 (Pub. L. No. 93-112; Stat. 355 (1973); Subtitle A, Title III of the Americans with Disabilities Act (ADA) (Pub. L. No. 110-325; Stat. 3553 (2008)); Title IIX of the Education Amendments of 1972 (Pub. L. No. 92-318; 86 Stat. 235 (1972); and the Age Discrimination Act of 1975 (Pub. L. No. 94-135; 89 Stat. 713 (1975).**
- 14. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, U.S. Department of Justice.**
- 15. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.**
- 16. It will comply with the provisions of the Coastal Barrier Resources Act (Pub. L. No. 97-348; 96 Stat. 1653 (1982), which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.**

---

Signature & Title

---

Date

**Domestic Violence Prevention and Awareness Services RFA#: 0719-10**  
**Attachment D**

**Original Receipt**  
**Department of Human Services**  
**Family Services Administration**  
**Community Services Block Grant Program**  
**645 H Street, NE – 3<sup>rd</sup> Floor**  
**Washington, DC 20002**

**Contact: Ms. Betty Ervin, Program Assistant**  
**Phone (202) 698-4301 or E-mail: betty.ervin@dc.gov**

The Department of Human Services is in receipt of the original application and five (5) copies from:

Submitted by: \_\_\_\_\_  
(Contact Name/ Please Print Clearly)

\_\_\_\_\_  
(Organization Name)

\_\_\_\_\_  
(Address, City, State, Zip Code)

\_\_\_\_\_  
(Phone Number) (Fax Number)

For DHS Only:

Received applications: Time: \_\_\_\_\_

Application and \_\_\_\_\_ copies

Received on this date: \_\_\_\_\_

Received by: \_\_\_\_\_

**PROPOSALS RECEIVED AFTER 3:30 P.M., MONDAY, JULY 19, 2010,**  
**WILL NOT BE FORWARDED FOR REVIEW**

**Attachment E**

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HUMAN SERVICES  
FAMILY SERVICES ADMINISTRATION**

**Work Plan**

<b>Agency:</b>								<b>Submission Date:</b>				
<b>Services Area:</b>								<b>Project Manager:</b>				
<b>Budget:</b>								<b>Telephone #:</b>				
<b>Measurable Objectives</b>	<b>First Quarter</b>			<b>Second Quarter</b>			<b>Third Quarter</b>			<b>Fourth Quarter</b>		
<b>Objectives:</b>	<b>Oct.</b>	<b>Nov.</b>	<b>Dec.</b>	<b>Jan.</b>	<b>Feb.</b>	<b>Mar.</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug.</b>	<b>Sept.</b>
<b>Activities:</b>												
1.												
2.												
3.												
4.												
5.												
6.												
7.												

**Attachment F**

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HUMAN SERVICES  
FAMILY SERVICES ADMINISTRATION**

**Staffing Plan**

<b>Name</b>	<b>Position Title</b>	<b>Filled/ Vacant</b>	<b>Annual Salary</b>	<b>% of Effort</b>	<b>Start Date</b>

**Director's Signature:** \_\_\_\_\_ **ate:** \_\_\_\_\_

**Attachment G**

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HUMAN SERVICES  
FAMILY SERVICES ADMINISTRATION**

**Budget**

<b>Agency:</b>		<b>Program Year:</b>	
<b>Service Area:</b>		<b>Project Manager:</b>	
<b>Budget:</b>		<b>Telephone Number</b>	
<b>CATEGORY</b>	<b>GRANT FUNDS</b>	<b>MATCHING FUNDS</b>	<b>TOTAL</b>
<b>Personnel</b>			
<b>Fringe Benefits</b>			
<b>Travel</b>			
<b>Equipment</b>			
<b>Supplies</b>			
<b>Contractual</b>			
<b>Other (specify)</b>			
<b>Subtotal Direct Costs</b>			
<b>Indirect/Overhead</b>			
<b>Total</b>			



**Attachment H**

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HUMAN SERVICES  
FAMILY SERVICES ADMINISTRATION**

**Collaboration Commitment Form**

Please include information on this form about the activities and/or services that will be provided by the collaborating organizations. The application must demonstrate the level of effort for each partner, proposed services, and provide the budget costs of the collaboration in the applicant's application submission.

Collaborating Organization(s):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone & Fax Number: \_\_\_\_\_

Describe Collaboration(s): (Use additional blank sheets if needed.)

The signatures below indicate that these organizations have collaborated on the development of the application and agree to continue the partnership throughout the implementation of the project as described in this application submission.

Authorized Representative(s)

Type Name(s): \_\_\_\_\_ Tel.: \_\_\_\_\_

\_\_\_\_\_ Tel.: \_\_\_\_\_

Signature(s) \_\_\_\_\_ Tel: \_\_\_\_\_

Date: \_\_\_\_\_

**MAY BE SINGLE-SPACED**

**Attachment I**

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HUMAN SERVICES  
FAMILY SERVICES ADMINISTRATION  
STATEMENT OF CONFIDENTIALITY**

I, \_\_\_\_\_ hereby affirm that I will hold confidential any information gathered or disclosed to me as a ELOA project staff member/volunteer as set forth in accordance with the Prevention of Child Abuse and Neglect Act of 1977 (D.C. Official Code § 16-2363). I also affirm that I will not disclose any information from any ELOA project meetings that is not a matter of public record.

I understand that the unauthorized disclosure of any information divulged to me pursuant to D.C. Official Code §16-2363 will be considered a misdemeanor and upon conviction thereof, subject me to a \$250 fine or imprisonment for not more that ninety (90) days, or both under D.C. Official Code §16-2363, unless released for purpose related to the treatment of the child and/ or his/her family.

By signing the document, I acknowledge that I have read and fully understand the statement contained herein.

\_\_\_\_\_  
Signature/Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Organization

**Attachment J**

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HUMAN SERVICES  
FAMILY SERVICES ADMINISTRATION**

**APPLICANT QUESTION SHEET**

---

**INSTRUCTIONS:** Please fully complete this form and submit to: Ms. Betty Ervin, CSBG Program  
Office Fax (202) 698-4322

**APPLICANT INFORMATION:**

Company Name: \_\_\_\_\_ City/ State: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Tele No.: (\_\_\_\_) \_\_\_\_\_

Contact Email: \_\_\_\_\_

**REFERENCE INFORMATION:**

Section No. \_\_\_\_\_

Page No. \_\_\_\_\_

**QUESTION:**

---

---

---

---

---

---

---

***Note:***

- Applicants are reminded that questions such as the above do not amend the RFA. The RFA may only be amended by a duly authorized written amendment.
- Applicants (and subcontractors, etc) may ask questions provided such questions are put in writing on this form and delivered to the District. The District does not guarantee that all questions will be answered before time for receipt of proposals.